

# Retention and Classification Report

**Agency:** Provo (Utah). Parks & Recreation Department (3040)

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## **Records Officer**

25251	Annual reports
24278	City cemetery burial permits
24276	City cemetery perpetual care certificates
24277	City cemetery perpetual care receipts

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 25251

3

**TITLE:** Annual reports

**DATES:** 1936-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/09/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Publications which document agency history and functions have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 24278

3

**TITLE:** City cemetery burial permits

**DATES:** 1916-1929

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These are the copies of burial permits issued by the Health Dept to individual cemeteries.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 24276

3

**TITLE:** City cemetery perpetual care certificates

**DATES:** 1915-

**ARRANGEMENT:** Numerical by certificate number

**DESCRIPTION:**

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 1.

**AUTHORIZED:** 07/09/2002

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 24276

**TITLE:** City cemetery perpetual care certificates

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 24277

3

**TITLE:** City cemetery perpetual care receipts

**DATES:** 1916-

**ARRANGEMENT:** Alphabetical by first letter of purchaser's last name, thereunder chronological

**DESCRIPTION:**

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

**RETENTION:**

Retain Permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 1.

**AUTHORIZED:** 07/09/2002

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 24277

**TITLE:** City cemetery perpetual care receipts

(continued)

**PRIMARY CLASSIFICATION:**

Public